

CARLISLE, IOWA

REQUEST FOR PROPOSAL (RFP)

for

*INFORMATION TECHNOLOGY
CONSULTANT SERVICES*

RFP#: 201201

RFP Published: September 20, 2012

Proposals Due: October 15, 2012

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: 201201

PROPOSAL FOR:

**Information Technology
Consulting Services**

PROPOSAL DUE DATE: October 15, 2012 PROPOSAL DUE TIME: 5:00 P.M.

All inquiries and proposals should be directed to the following:

CONTACT: Neil Ruddy, City Administrator
195 N First Street, Carlisle, IA 50047
E-mail: nruddy@circlecloud.net
Telephone: 515-989-3224
Fax: 515-989-4395

PURPOSE: The City of Carlisle is seeking to contract with a qualified professional consultant for the purpose of maintaining and enhancing the City of Carlisle's website, assisting with the establishment and maintenance of social media accounts, assisting with compiling and formatting the City's quarterly newsletter and assisting with the automation of the assembling and distribution of the City's meeting agendas.

SCOPE OF WORK:

- To maintain and enhance the City of Carlisle's website for delivery of information to the general public on City services and on the promotion of events and activities and also to develop interactive features such as online bill paying.
- To assist with the establishment and maintenance of social media accounts.
- To assist with compiling and formatting the City's quarterly newsletter.
- To assist with the automation of the assembling and distribution of the City's meeting agendas, in particular the twice monthly City Council agenda.

PAYMENT: It is expected that the contract shall be for an hourly rate that will be negotiated during the interview process.

WHO MAY RESPOND: This RFP is intended only for professionals with the specified background.

CLOSING SUBMISSION DATE: Proposals must be received no later than October 15, 2012 and in a sealed envelope.

CONDITIONS: All costs incurred in the preparation of the proposal responding to this RFP will be the sole responsibility of the individual who submitted the proposal and will not be reimbursed by the City of Carlisle.

INSTRUCTIONS: All proposals must be submitted in a sealed envelope clearly marked with the following information:

- Request for Proposal – Consultant Services
- Name
- 5:00 P.M., October 15, 2012

THE SUBMITTED PROPOSAL IN RESPONSE TO THIS RFP MUST INCLUDE AT LEAST THE FOLLOWING:

- Resume and make sure to outline your prior consulting experience with similar organizations.

- Contact information for at least three references.
- Any special accommodations which will need to be realized. Times or days unavailable during the consulting period, etc.
- Signature page.

RIGHT TO REJECT: The City of Carlisle reserves the right to reject any and all proposals received in response to this RFP.

Signature Page

On behalf of the individual applying:

Signed this _____ day of _____, 2012

Applicant's Full Name

Applicant's Signature

Print Name and Title of Applicant Signing

Please include this page within your proposal for the Request for Proposal – Information Technology Consultant Services for the City of Carlisle